



**Elmbridge**  
Borough Council  
*... bridging the communities ...*

## Job Description

<b>Title:</b>	Playworker (Over 17)
<b>Post Number:</b>	CS Shout
<b>Directorate:</b>	Services
<b>Division:</b>	Leisure & Cultural Services
<b>Location:</b>	Various sites throughout the district
<b>To whom the Post holder is responsible:</b>	<b>Play Development Officer and Site Leader</b>
<b>Budgetary Responsibilities (if applicable):</b>	(if applicable)

### **The Main Purpose of the Job**

To assist in the supervision of other Play Workers and to provide a safe and enjoyable service to staff and users of the Shout! Children's Holiday Activities operated by Elmbridge Borough Council.

### **Specific Duties and Responsibilities**

1. To supervise the children attending the activities, complying with the necessary codes of practice within the Children Act and Elmbridge Borough Councils staff guidelines.
2. To promote a high public profile and customer care image on behalf of Elmbridge Borough Council.

3. To assist with the organisation and implementation of an exciting programme of activities including play, sports, arts and crafts, outdoor activities, and woodland adventures.
4. To communicate effectively with the Site Leader, Deputy Leader, Play Workers and Officers of Elmbridge Borough Council, where appropriate, ensuring open discussion on any issues relating to the activities.
5. To participate in training days prior to the start of the holiday activities and evaluation process at the end of the programme
6. Preparing, leading and facilitating a variety of games and activities
7. Taking control of a group of children ensuring their welfare, safety and enjoyment at all times.
8. Flexibility to support and cover the setting up and organising of the Shout! scheme and events.

## **Creativity**

Staff will be encouraged to develop and lead activities with any particular skills they may have as part of their job role. In addition, staff may have the opportunity to learn new skills.

**No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time that are broadly consistent with those in this job description.**

## **Standards of conduct**

The Council expects the highest standards of conduct from its employees and at all times you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

## **Equal Opportunities**

The Council has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work.

## **Health and Safety**

The Council is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

**Personal and Sensitive Data**

To have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access during your employment ensuring adherence to the Data Protection Act and the Council’s Information Security Policy and related guidance.

**Performance Review and Staff Development**

The Council expects all staff to participate in its processes for performance review and staff development. Those with a managerial responsibility must ensure that all staff within the section have a Performance Review at least once a year, with a six-monthly review.

**Confidentiality**

The Council is committed to maintaining privacy of all its staff and customers. It expects all staff to handle all individuals’ personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

**Signatures – line manager and job holder**

Signed..... Dated:.....  
line manager

Signed..... Dated:.....  
post holder



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## Person Specification

**Please read the details on this form carefully before you complete your Application Form.**

**This form lists the essential requirements needed in order to do the job.**

Your written application will be considered in relation to the essential knowledge, skills, abilities, education, and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.

For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education, and experience make you suitable for this post. These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken. You should also include anything else relevant to the job that you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom

<b>Job Title: Play Worker (over 17 years old)</b>	<b>Post No: CS Shout</b>
<b>Division/Section: Leisure and Cultural Services</b>	<b>Grade:</b>
<b>Directorate: Services Directorate</b>	<b>Hours: Various as required. 2-3 days per week in the school holidays. Monday – Friday, between 9am and 5pm</b>
<b>Salary: £9.90 per hour excluding holiday pay</b>	<b>Car Allowance: N/A</b>

The salary review date is 1st April each year.

	Key job requirements based on the Job Description	Desirable / Essential	To be tested by: (√) as appropriate		
			App Form	Test	Int' view
<b>Qualifications and Education</b>					
1.	Over 17 years old	E	√		
2.	NVQ level 2 in Play Work or willingness to work towards a play work qualification through continued professional development	D	√		
3.	Educated to G.C.S.E level, maths, and English	E	√		
4.	First aid	D	√		
5.	Basic knowledge of Health & Hygiene	D	√		
<b>Experience</b>					
6.	Previous work experience with children	E	√		
7.	Ability to carry out orders/directions from supervisory staff	D	√		
8.	Flexibility to support and cover the setting up and organising of the Shout! scheme and events	D	√		
<b>Knowledge/Skills/Abilities</b>					
9.	Health and safety awareness	D	√	√	√
10.	Good team player	E	√		
11.	Good organisational skills	D			√
12.	Excellent customer care skills	D	√		
13.	Interest in sports and/or arts & crafts	E	√		
14.	Demonstrate an understanding of equal opportunities, customer care and quality assurance	D	√	√	
15.	Display energy, enthusiasm, initiative and be positive and friendly with parents/guardians/carers and children	E		√	√
16.	Ability to relate to children in a positive manner	E	√		
<b>Special Requirements</b>					
17.	Likes working outside	D	√		
18.	Willingness to apply for a Disclosure and Barring Service (DBS) check *	E	√		√

\* This can be obtained after successful applicant has been offered the post.